



**DEPARTMENT OF THE NAVY  
NAVAL SUPPORT ACTIVITY  
HUMAN RESOURCES OFFICE  
NAPLES, ITALY**

**U.S. JOB OPPORTUNITY ANNOUNCEMENT**

<b>Position Title</b>	Assistant Protocol Officer			<b>Announcement Number</b>	05NAP-039536-YY
<b>PP-Series-Grade</b>	GS-0301-09			<b>Opening Date</b>	02 May 2005
<b>Starting Salary</b>	\$37,390 PA	<b>Work Schedule</b>	Full-time Permanent	<b>Closing Date</b>	13 May 2005
<b>Job Location</b>	OCOM, Office of the Executive Assistant			<b>Duty Location</b>	AFSouth Naples
<b>Who May Apply</b>	U.S. citizens residing in the Naples/Gaeta commuting area who meet the following conditions. 1. Family members eligible for Schedule A 213.3106(b)(6) appointments. 2. Current Federal employees serving under career or career conditional appointments. 3. Preference eligibles or veterans who have been honorably separated from the armed forces after substantially completing an initial 3-year term from active service. 4. Veterans’ Recruitment Appointment (VRA) eligibles.				
<b>About the Job</b>	The incumbent assists the Protocol/Visitor Liaison Officer in establishing appropriate visits schedules and assures that arrangements allow visitors to meet schedules. Receives and acts as Escort Officer to visits including high-ranking military and distinguished civilians from higher headquarters, North Atlantic Treaty Organization, Department of Defense, and Embassies. Establishes appropriate visit schedules and assures that arrangements allow visitors to meet schedules. Assures that appropriate background information for the visit is available. Incumbent liaisons with administrative personnel of the U.S. Embassy, U.S. Armed Forces, and the Ministry of Defense. Independently produces and releases upon approval from the Protocol/Visitor Liaison Officer, a daily transportation report covering all transportation requirements for resident Flag Officers and Distinguished Visitors to the Headquarters. Assists in the preparation of guest lists, seating cards, charts and menus for all social functions hosted by the Commander.				
<b>OPM Qualification Requirements</b>	<b><u>APPLICANT MUST MEET EXPERIENCE OR EDUCATION REQUIREMENTS:</u></b> <b><u>EXPERIENCE:</u></b> One (1) year of specialized experience equivalent to the GS-07 grade level is required. Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. <b><u>EDUCATION:</u></b> Master's or equivalent graduate degree <i>or</i> 2 (two) full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.B. or J.D., if related. <u>(Copy of transcripts is required)</u>				
<b>Tell us about your experience</b>	1. Knowledge of Protocol principles, methods and techniques and skill in applying this knowledge to specific situations involving VIP and Foreign Dignitaries. 2. Knowledge of the U.S. Government structure and, in particular, its military organization. 3. Skill in effectively interacting and dealing with a variety of individuals. 4. Skill in presenting information both orally and in writing to convey briefing assignments or to compile unusual reports.				
<b>Job Conditions</b>	1. Must be able to obtain/posses a Secret security clearance. 2. Requires travel away from the assigned duty station in conjunction with assigned duties.				
<b>Pertinent Information</b>	1. <b>Applicants who are U.S. citizens and also citizens of Italy are not employable in a U.S. position.</b> 2. Application package, including documents required by the SOFA, must be submitted by closing date of this announcement. 3. Highest previous rate may be authorized. 4. Selection to this position will use your military spouse preference. 5. VRA applicants will be appointed to a Term Appointment.				
<b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>					